Vera Involved

4309 N. Belmont, Chicago, IL 60605
(123) 456-7890 • vinvolved@mail.roosevelt.edu

SUMMARY OF QUALIFICATIONS

- Goal-driven leader with over one year of supervisory experience
- Demonstrated ability to develop programs and events in order to address community needs
- Creative problem solver who can identify and implement strategies to meet and exceed goals

EDUCATION

Roosevelt University   Chicago, IL
Bachelor of Science in Business Administration: Marketing   Anticipated: May 2020

COURSEWORK

Selling and Sales Management   Principles of Advertising
Marketing Research   Marketing Strategy and Planning

RELEVANT EXPERIENCE

Roosevelt University   Chicago, IL
Vice President, Student Government Association   September 2019–present

- Assess student needs and communicate with university faculty, staff, and other constituents regarding campus and community life
- Serve on Board of Trustees to better understand university infrastructure and enhance student collegiate experience
- Appoint students to university committees, such as Student Review Board and University Senate

Roosevelt University   Chicago, IL
Leadership Coordinator, Center for Student Involvement   September 2018–present

- Complete extensive market research through student surveys and community focus groups
- Develop effective student leadership programs, including interactive workshops, panel discussions, and community activities
- Organize events with guest speakers including governor of Illinois, circuit court judges, and other community leaders
- Build relationships with university departments to increase student leadership opportunities

Roosevelt University   Chicago, IL
Research Assistant   August 2017–August 2018

- Performed market research of national corporations, emphasizing the interaction of private and public sectors on economic growth
- Created research instruments, entered data, analyzed research, and processed research outcomes

LANGUAGES

Fluent in Spanish

COMPUTER SKILLS

Microsoft Office: Word, Excel, Access, PowerPoint, Publisher